



**Save the  
Northfield Depot  
2016 Annual Report**

8 Light  
Baggage Room

Waiting Room

Note: See Drawing  
2116 for fourth floor

Office

Waiting Room

19'-6"

# Table of Contents

Collaboration with Governmental Units.....	3-4
General Project Planning & Administration.....	5-10
Public Awareness Campaign.....	11
Fundraising .....	12-13
Financials.....	14

*Save the Northfield Depot* is an incorporated 501(c)(3) non-profit organization. Contributions are tax-deductible to the extent permitted by law. Our tax-identification number is 27-2081273.

## Board of Directors

Rob Martin  
*Co-chair*

Lynn Vincent  
*Co-chair & Fundraising  
Committee Chair*

Clark Webster  
*Treasurer*

Pat Allen  
*Fundraising Events  
Committee Chair*

Rob Martin  
*Design and Build  
Committee Chair*

Alice Thomas  
*Secretary & Communications  
Committee Chair*

Chip DeMann  
*Renovation Advisor*

Baird Jarman  
*Renovation Advisor*

*Save the Northfield Depot* is pleased to present a summary of our 2016 activities and accomplishments—made possible by the generous contributions of time, energy, and money from the Northfield community.

**We are grateful for the support of our mission: to rescue, rehabilitate and reuse the 1888 depot to retain an important part of our heritage. We are committed to:**

- **Historic Preservation:** protecting and preserving a key part of the Northfield heritage and pride of place
- **Economic Development:** providing a catalyst to the economic development in the city
- **Sustainability:** reusing existing buildings as a responsible use of our resources
- **Beautification:** assuring the depot is appropriately maintained, free of blight, and a visual asset to the community
- **Building Community:** providing community gathering places to promote opportunities for social interaction and public events
- **Education:** educating current and future generations about the rich history and role of the railroads and the depot in Northfield



# Collaboration with Governmental Units

## City Council

- *Save the Northfield Depot* provided periodic updates to the City Council on the project construction and fundraising.
- Late in 2015, the Economic Development Authority (EDA) had recommended to the City Council that \$98,707 of TIF funds be used for the depot site driveway, sidewalks, parking, and lighting. *Save the Northfield Depot* made that request in 2016 noting the consistency of the depot project with the TIF#4 guidelines. The Council approved the use of TIF funds for the project with details to be worked out later. We submitted our existing Response Action Plan (RAP) and a site geotechnical survey (structural survey) to the City.

## City Staff

- **City administrator.** *Save the Northfield Depot* met with the new City Administrator and staff members to review the history of the project and the collaboration with the City including the city's transit hub initiative. Follow up meetings were held regarding the transit hub collaboration and the planning role of transportation providers.
- **Community development director.** Consistent with the property transfer contract with the City, a letter of credit for \$204,176 was provided in 2015. A second letter of credit of \$65,000 for interior repairs was provided in 2016 as required by the contract.
- **Engineer.** Several meetings were held with the city engineer regarding the status of the transit hub city initiative and their Highway 3 and 3rd Street intersection reconstruction. In advance of the reconstruction work, we reviewed the City plans for the location and width of the driveway apron to the depot complex and the location of boulevard trees.
- **Building inspector.** In consultations with the city building inspector, a final design on the trackside steps was reached that was compliant with the building code but retained maximum exposure of the original limestone water table.

## Commissions/Boards

- **Heritage Preservation Commission (HPC).** *Save the Northfield Depot* met twice during 2016 with the HPC, providing updates and reporting on the restoration and repair plans. The HPC supported the planned components: paint color of soffit and brackets (as close as possible to the original), restoration of station master's bay (removed in 1944), restoration of two doorways (converted to windows in 1944), replication of missing brackets, window style (cottage style as evidenced in period photos), addition of basement windows, replication of the iron filigree and corner caps on the original roof, and painting of bricks (color of original bricks) due to the inability to remove graffiti using safe methods.



## Collaboration with Governmental Units

- **Minnesota Historical Society (MHS).** A Small Legacy Grant through MHS financed the study and report, Evaluation of the Chicago Milwaukee St. Paul & Pacific Railway Depot for Eligibility for the National Register of Historic Places. The report information will be helpful in guiding the restoration decisions.
- **Minnesota Pollution Control Agency (MPCA).** The Response Action Plan completed for the site by the firm hired by the 2015 MPCA grant was used in planning the sculpture garden and was given to the City for their use in their future driveway construction work. Any construction on those areas will be monitored by representative from the firm hired by the MPCA.
- **National Geodetic Survey.** Once the depot was moved, the brass elevation benchmark disc on the side of the depot was no longer valid. The Northern Plains regional advisor from the National Geodetic Survey inspected the new site and officially decommissioned the elevation disc. He later sent a new disk to be installed at a suitable location on the new site and indicated a new name should be submitted to them for approval (he suggested “Depot”).



*Above: The original elevation disc that is located on the west side of the depot*

*Below: The new elevation disc that will be installed on the depot site*



# General Project Planning & Administration

The highly successful move of the depot on January 6, 2016 was reported in the 2015 annual report; see that report for details and images. Time-lapse footage of the move can be found on [www.northfielddepot.org](http://www.northfielddepot.org).

## Canadian Pacific Railway (CPR)

- **Roofless freight house removal.** Once the depot building was in place on the new site, it was only a few feet from a roofless freight house on CPR property. CPR hired a local firm in mid-February to demolish the roofless building. The removal was important for the safety of the depot and the appearance of the area.
- **Bill of sale.** As per the contract with CPR, the Bill of Sale of the depot building was completed after the building was successfully moved from their property and the grading had been completed on the original site.
- **Completion of contract.** After CPR received our documentation that the final raking and seeding of the old site had been completed by volunteers, they sent notification that they considered the contract complete and closed.



*Volunteers raking and seeding the leveled area of the original depot site to fulfill the contract with railroad*

## Repair and Renovation of Building

This year, the Design and Build Committee meetings were held almost weekly to maintain momentum in the repair and renovation of the depot. The Committee consists of board members, community members, and the project architect. A general contractor was hired to complete the move and some initial repair through May.



*The 1944 renovation removed the south wall to add an attached freight house; converted two doors into windows (red arrows); removed the station master's bay (yellow arrow); and added double doors in original bay location. Restoration includes reversing these 1944 modifications.*

# General Project Planning & Administration

**Foundation.** The day after the move, the depot was pulled over the opening for the future basement and, in early March, lowered onto new foundation walls. The original foundation limestone was salvaged, sawed into thinner pieces, and placed on the concrete foundation replicating the original appearance; placement is about 90 percent complete.



*January 6, 2016 move across 3rd Street: Observed and celebrated by many and completed in only an hour.*

**Steps.** Concrete steps on the trackside were added using a design similar to the original steps. Some modifications were required to meet current code.

**Station master's bay.** The original station master's bay (removed in 1944) was reconstructed in the center of the depot using the original 1888 plans. Only the bricks and limestone water table have yet to be added.

**Doors.** Double doors will replace the temporary door on the north side. The two single door openings (converted to windows in 1944) on the trackside have been framed in awaiting refinished doors.

**Lighting.** Ten school house-style globe lights have been donated for the main floor of the depot.



*Station master's bay (removed in 1944) framed in using original 1888 architectural drawings*

**Bricks.** Over 4,000 bricks salvaged from three sources were cleaned of old mortar by volunteers and are being added to the newly reconstructed walls (the original walls were removed in the 1944 modifications) and to the area of missing bricks on the lower portion of the east side. Placement of the bricks is about 50 percent complete.

**Utilities.** Electricians and plumbers have made preliminary installations. Gas service for permanent heating will be installed in spring 2017.

**Limestone water table.** Most of the original limestone water table (between the brick and limestone foundation) remains in place. The 1944 remodeling removed about 20 feet, which we have replaced with matching limestone purchased from a stone recycling firm.



*Volunteers cleaning mortar from bricks reclaimed from the old Washington school and donated by the City*



*Stone mason applying the original foundation limestone cut by volunteers for facing on the new foundation*

# General Project Planning & Administration

**Brackets.** After repair and removal of paint, about half of the existing detailed brackets (slotted grooves, chamfers, and volute decorations) have been painted in the original dark gray-blue. Clear pine timbers for the 11 missing brackets (removed in 1944 remodeling) were purchased wholesale and are drying in a local warehouse to be crafted by volunteers using the template created last year.

**Soffits/eaves.** The eight-foot-wide V-groove board soffits on the west (trackage) and north sides have been scraped, repaired, and painted the original light gray-blue. The boards for the reconstructed eave missing on the south side (removed in 1944) will be milled to match the existing V-groove boards on the other three sides.

**Windows.** A total of 14 cottage-style windows were purchased for the main floor to replace windows that were missing or in poor repair. The original use of the cottage style is documented in several archival photos.



*Volunteers scraped, repaired, and painted the soffits, eaves, and brackets the original colors. The detailed brackets (slotted grooves, chamfers, and volute decorations) were designed and crafted by a local carpenter in 1888.*



*Boarded up windows before and after installation of cottage-style windows.*



**Basement.** All 10 basement windows have been installed. The depot did not have a basement on the original site. It has been added for more usable space.

**Roof.** The missing south roof (removed in 1944) was reconstructed and repairs were made on other sections of the roof. New roofing must be completed in the near future.

**Interior walls and ceiling.** An inch of plasterboard and plaster added in 1944 were removed to reveal the original V-groove board wainscoting and walls.

The 1944 lowered ceiling with acoustical tile was removed; a new ceiling with a cove trim similar to the original will be installed at the original height.



*Volunteer carpenter repairing a soffit*



*Volunteers removing one inch of plaster to reveal V-groove board on original wall and wainscoting*

# General Project Planning & Administration

**Landscaping and sculpture garden.** A landscape planner obtained input for a landscaping plan from the Design and Build and the Fundraising Committees, master gardeners, and the Garden Club members. The sculpture garden plan includes a water feature, seating, plaza, sculptures, plants, bushes, trees, and bike rack.



*A rendering of the sculpture garden plan*

## **Administration**

The *Save the Northfield Depot* board met weekly to plan and coordinate the renovation, fundraising, and communication activities detailed elsewhere in this report and the numerous internal administrative tasks identified below. The board:

- uses a task list as a basis for its work on each of the project repair, renovation, and repair elements above.
- secured insurance policies (property, general liability, and builders risk).
- met with the Preservation Alliance of Minnesota to discuss future use and ownership, including components of a contract that would assure the preservation of the building and the preferred public use.
- met with potential occupants.
- report weekly on the activities of the previous week in their area of responsibility.

## Community Events

*Save the Northfield Depot* was represented by a display and/or representative at numerous community events, including the Riverwalk Market Fair, Randolph Railroad Days, Winter Walk model train exhibit, Bike Northfield's annual meeting, and the Train Days event at the St. Paul Union Depot.

## Media

- **Newspapers.**
  - The *Northfield News* published 16 articles in 2016 including an op-ed noting appreciation for the collaborative achievement of the community and an invited “Volunteer Week” article acknowledging the work of volunteers.
  - **Northfield.org** published several articles throughout the year.
  - The *Star Tribune*, **MPRNews.org**, and **BringMeTheNews.com** covered the depot move in January.
  - A commentary, “Saving the Northfield Depot,” appeared in the *Prior Lake American*.
- **Radio.** Board members were interviewed periodically about the project progress on the KYMN Morning Show.
- **TV.** KSTP5 News and KARE11 News covered the January move.
- **Magazine.** An article, “Minnesota depot moves to a new location,” appeared in *Trains News Wire*, on January 8, 2016.
- **Sign near depot.** The names of additional major business donors were added to the sign on the new site.
- **Social media.** Over 150 images of construction and renovation progress were posted on Facebook; frequent updates were posted on Twitter. Time-lapse footage of the move and a simulated tour of the sculpture garden were added to YouTube.
- **Websites.** The fundraiser “thermometer” was updated regularly, and two depot videos on YouTube were added. We were also invited to submit images and text to be included among other historical Northfield sites on **NorthfieldHistorical.org** and its mobile app.
- **Email newsletter.** Subscribers received 11 “Depot Dispatch” newsletters sent via MailChimp.

## Other Community Updates

- **Tours.** Some tours have been provided to local residents as well as visiting alums from the colleges who used the depot as students. Such tours have been limited due to the few times when workers are not on the site. An online virtual tour is planned for 2017.
- **Presentations.** Updates on the progress have also been provided to groups and the general public at the Village on the Cannon, Kildahl Park Point, and Sertoma Club.

# Fundraising

We are grateful to those who have supported the project for the last several years by contributing funds, donating materials, volunteering time, and offering encouraging words. The achievements of 2016 are significant, but made possible only through the generous contributions of the community.

## Events and Asks

The major fundraising activities and amounts raised included the following:

- **May community breakfast, \$38,000.** Over 57 guests were provided with stories about the past, images and videos of progress, and the vision for the future of the depot.
- **June challenge match, \$20,000.** A board member offered a \$10,000 matching challenge.
- **Garrison Keillor event, \$23,000.** Keillor and four local string musicians provided a delightful evening pro bono.



*2016 major fundraiser: Garrison Keillor at the Grand with local string musicians*

- **Paver sale (in progress).** Sale of personalized engraved pavers for the future sculpture garden and pathways.
- **End-of-year ask (in progress).**

## **Grants**

*Save the Northfield Depot* was successful in obtaining several grants during 2016; other applications are pending.

- **Northfield Garden Club, \$700.** Landscaping.
- **Northfield Rotary, \$1,000.** Window replacement.
- **Minnesota Small Legacy, \$3,000.** Assessment by an approved evaluator of the eligibility of the depot for designation as a National Preservation Site.
- **Carl & Verna Schmidt Foundation, \$5,000.** Basement windows.
- **Union Pacific Railways, unsolicited \$5,000 donation.** Undesignated use; presented at City Council meeting in recognition of project's vision for a valuable community resource and significant level of community collaboration.

**Materials** - donation of materials or use

- Bricks
- Light fixtures and doors
- Sculpture
- Window purchase with 10 percent discount
- Equipment use (scaffolding, ladders, saws, and various tools)
- Paint primer
- Final coat paint

**Volunteers** - donation of time

- Cleaning mortar with air chisel from 4,000 used bricks
- Removing plaster and ceiling, and packaging for dumpster
- Scraping, repairing, and painting brackets and soffit
- Sawing limestone for application to foundation
- Maintaining site (mowing, shoveling snow, repairing silt fence)
- Moving bricks to site from City storage area
- Providing bus for viewing move for those who needed seating and shelter
- Removing weeds, preparing site, and sowing grass seed on former site
- Picking up, hauling, and storing donated sculpture piece
- Storing and monitoring moisture content of timber for replacement brackets
- Examining limestone water table inventory of Minneapolis firm to match color and size

**Professional Volunteers** - expertise donated

- Advise on groundwater by engineers
- Repair of soffit by carpenter
- Installation of temporary door and some windows by carpenters
- Coordination of window purchase order by construction firm
- Landscape design and video simulation of a garden tour by a landscape planner

# Financials

Because of the generous project supporters, 2016 was another milestone year with the successful move of the depot, official purchase of the depot building, and completion of several major renovations and repairs. The progress will continue as funds become available from our fundraising efforts. Our goal is to complete the renovations necessary for occupancy in late Fall, 2017. *Save the Northfield Depot* board of directors is very grateful to the many supporters who donated their time and funds in 2016 to make such significant progress possible.

**Time period: January 1, 2016 – December 31, 2016**

## Revenue

Individual/business donations.....	\$84,290
Grants.....	\$16,700
<b>Total revenue .....</b>	<b>\$100,990</b>

## Expenditures

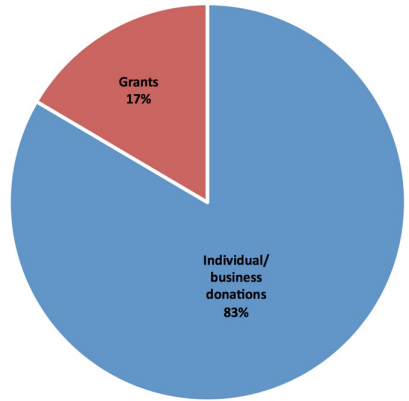
Fund development & marketing .....	\$2,531
Depot move & pre-construction .....	\$33,001
Construction & repair.....	\$232,482
Other .....	\$3,783
<b>Total expenditures .....</b>	<b>\$271,797</b>

### NOTES:

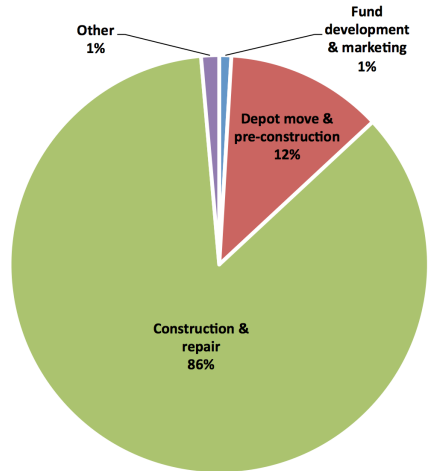
*Fund development & marketing: printing, postage, event space rental, online donation processing fee*

*Other: insurance, banking, non-profit registration, legal fee*

**Revenue**



**Expenditures**



*Save the Northfield Depot accepts online donations through:*



[www.givemn.org/organization/NorthfieldDepot](http://www.givemn.org/organization/NorthfieldDepot)



## Quotes from Liisa Stark of Union Pacific Railways

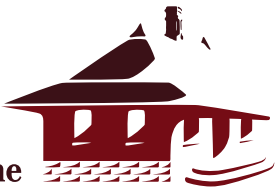
When Liisa Stark of Union Pacific Railways presented a \$5,000 check to *Save the Northfield Depot* at the City Council meeting, she commented on the project's vision for a valuable community resource and significant level of community collaboration — including the City providing the property for an appropriate location of the depot. She also had this to say:

“Union Pacific became aware of *Save the Northfield Depot* via their grant application that had been submitted to the foundation...I decided to come, make a visit, learn a little bit more about what the project is.”

“What struck me is the community coming together, the volunteerism.”

“One of the most difficult things is that long-term funding piece...Having the leadership to make that happen, and the vision, is the difference in my experience.”





Save the  
**Northfield Depot**

712 4th Street East  
Northfield, MN 55057

**Tel:** 507-664-9554

**E-mail:** [info@northfielddepot.org](mailto:info@northfielddepot.org)

**Web:** [www.northfielddepot.org](http://www.northfielddepot.org)

**Donate online at:**  
[www.givemn.org/organization/  
NorthfieldDepot](http://www.givemn.org/organization/NorthfieldDepot)

